

## Scrutiny Committee – Review Topic Submission Form

<b>Councillor Name and other Councillors supporting submission</b>	Mark Ingall
<b>Review Topic</b>	Management and oversight of allotments
<b>Links to the Council’s missions in the Corporate Plan</b>	Renewing neighbourhoods, protecting communities and delivering high quality Council services.
<b>Terms of reference (to include the scope of the review)</b> What do you want the review to identify and understand? How wide ranging do you want the review to be? Is the aim to look at the entire issue, or just part e.g. elements within the Council’s control?	Harlow Council administers 21 sites directly and devolves the management of 13 other sites to the Harlow Allotment Association and local site committees. Are all the sites observing best management practices? Are rules and regulations fair and equitably enforced across all sites? Do all allotment holders have the appropriate tenancy agreements? Are waiting lists transparent and operated fairly? Are sites that have waiting lists ensuring that all sites are being actively used? Are sites that have waiting lists effectively signposting applicants to other sites that have vacancies?
<b>Objective of the review and Measures of Success</b> What do you want the review to achieve? What outcome would constitute a successful review? Outcomes should be SMART (specific, measurable, achievable, realistic, and timely)	Fairness and transparency in the management of all sites. Fewer vacant plots. Fewer derelict or untended plots. Greater take up of allotment keeping in the community. Shorter waiting lists. Best practice from the “Beacon” First Avenue Allotments to be shared.
<b>Methodology/evidence</b> How will evidence be gathered e.g. interviews, questionnaires What evidence is required	Interviews, site visits, questionnaires. Copies of rules and regulations for different sites. Waiting list records.

e.g. copies of strategies, KPIs	
<b>Potential witnesses</b> Who will be required to give evidence e.g. Portfolio Holders, Officers?	Relevant Council Officers. Members of allotment associations management boards. Allotment holders. Residents on waiting lists. Allotment experts, eg Carol Sissons- secretary of the National Allotment Society Eastern region who is a Harlow resident and formr site agent for First Avenue Allotments. Charities and community groups that use allotments
<b>Potential Stakeholders</b> In addition to the witnesses above, who has an interest in the review e.g. charities or community groups	Residents with allotments. Residents on waiting lists for allotment. Charities. Community Groups.
<b>Barriers/dangers/risks</b> What factors may prevent the review from being successful?	Lack of Council Officers with allotment experience. Local allotment management committees resenting Council oversight.